



**Integrated Auditor  
Washington Management Service (WMS), Band 2  
Office of System and Program Review  
Olympia, Washington**

**Starts between \$49,000 - \$63,000 (DOQ)**

**Closing Date: Open Until Filled**

Note: The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. ***It will be to the applicant's advantage to submit materials as soon as possible.***

**Mission & Vision**

The Department of Licensing (DOL) is an agency that protects the public safety and welfare in all areas we license and regulate, and ensures the fair, timely and efficient collection of state revenue. We are surprisingly innovative, setting new standards of excellence in customer service, consumer protection and public safety. Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at [www.dol.wa.gov](http://www.dol.wa.gov).

**Position Objectives & Responsibilities**

This provides Assurance and Technical Advisory Services across the DOL enterprise. The scope of services covers both internal entities (i.e. business units and IT projects) and external entities (i.e. service providers, data partners, and data purchasers) and information technologies used by both groups. Integrated Audits are used to assess the economical, efficient, effective performance of business units (or service providers) and information technologies in achieving Department strategic objectives. Advisory Services provide expert counsel on a wide range of audit, security, and architectural issues involving development of new, or changes to existing, Department platforms/environments, network protocols, application systems, databases, middleware technologies, and electronic interfaces.

**Desired Knowledge -**

Familiarity with and aptitude to develop expertise in the following models and guidelines are highly desirable.

*Frameworks & Models*

- Committee of Sponsoring Organizations of the Treadway Commission's (COSO) *Enterprise Risk Management - Integrated Framework* (ERM-IF)
- Information Systems Audit & Control Foundation's *Control Objectives for Information-Related Technology* (COBIT)
- Carnegie Mellon Software Engineering Institute's *Capability Maturity Model* (CMM)

*Standards & Guidelines*

- Institute of Internal Auditors' *Standards of Professional Practice of Internal Auditing*.
- Information Services Board's *Information Technology Policies, Standards, and Guidelines*.

*General Knowledge*

- Integration Definition Function Modeling (IDEF0) or similar process mapping methods.
- Value-chain analysis
- Information security principles, concepts, and terms.
- Enterprise Risk Management principles, concepts, and terms.

In addition to the above knowledge, the successful candidate will exhibit accomplished communication skills; be a creative and innovative leader; be team-oriented with excellent management and interpersonal skills; and possess the ability to interact effectively with clients and value diversity in the workforce.

### **Preferred Qualifications**

- A degree in information systems/technology, computer science, engineering, business administration or public administration, from an accredited institution.
- Experience in the field of Information Technology or Auditing, with at least three years in a senior-level IT or Audit position.
- Competency in the principles and techniques of information processing, telecommunications technology, information security, and project management.
- Demonstrated leadership and technical problem solving skills.

### **Compensation**

This position is in the Washington Management Service (WMS), Band 2. Starting annual compensation for this WMS Band 2 position is \$49,000 - \$63,000, depending upon qualifications. We offer a solid benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage.

### **Application Procedure**

E-MAIL will be the primary method of communication throughout this recruitment. Please submit your package in only one form to: [HRrecruit@dol.wa.gov](mailto:HRrecruit@dol.wa.gov). Indicate "06-36W Integrated Auditor" in the subject line of your e-mail.

Candidates must submit all of the following to be considered for the position:

- A letter of application (no more than two pages) describing how your knowledge, and experience relate to the desired knowledge, and preferred qualifications cited in this announcement. Please include a statement as to how you became aware of this recruitment.
- A résumé listing names of employers, specific duties performed, dates of employment, and degrees attained;
- A list of five professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses; and
- The Applicant Profile Data Form. Completion of the Applicant Profile Data Form is voluntary. The information gathered will be used for statistical purposes only and will be kept confidential.

**Note:** The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check may be conducted.

If e-mail is not possible, mail to:

Human Resources Office  
**Attn: 06-36W Integrated Auditor**  
Department of Licensing  
PO Box 6007  
Olympia, Washington 98507-6007

The State of Washington actively supports diversity in the workplace and is an equal opportunity employer. Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons

including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.

## APPLICANT PROFILE DATA FORM

**JOB TITLE: Integrated Auditor**

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

<b>Last Name:</b>	<b>First Name:</b>	<b>Date:</b>
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>
<b>E-Mail Address:</b>		

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

- ☐ Aleut      ☐ Cambodian      ☐ Filipino      ☐ Hispanic      ☐ Korean      ☐ Spanish  
☐ Asian      ☐ Chinese      ☐ Guamanian      ☐ Indian      ☐ Laotian      ☐ Vietnamese  
☐ Black      ☐ Eskimo      ☐ Hawaiian      ☐ Japanese      ☐ Latino(a)      ☐ White  
☐ Other Race (specify indicate race or culture):

**If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:**

- ☐ **Multi-Racial**  
(Affirmative Action Preference)

2. Are you: ☐ Male      ☐ Female

3. Have you ever been on active duty in the U.S. Armed Services?      ☐ Yes (if checked, see 3a and 3b)  
☐ No

- 3a. Dates served: from:      to      3b. Are you a disabled veteran?      ☐ Yes (      %)      ☐ No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks?      ☐ Yes      ☐ No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job?      ☐ Yes      ☐ No

Date of Birth:      /      /

### AFFIRMATIVE ACTION DEFINITIONS

**American Indian or Alaskan Native.** A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

**Asian/Pacific Islander.** A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

**Black/African-American.** A person with origins in any of the Black racial groups of Africa.

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

**White/Caucasian.** A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Disabilities.** For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled veteran.** A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

**Vietnam-era veteran.** A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.